



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

AIR QUALITY INSPECTOR I	Class No. 003855
AIR QUALITY INSPECTOR II	Class No. 003854
AIR QUALITY INSPECTOR III	Class No. 003853

■ CLASSIFICATION PURPOSE

To inspect, investigate, and evaluate air pollution sources to ensure compliance with Air Pollution Control District rules, and Federal and State laws; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

This class series is found in the Air Pollution Control District, Compliance Division.

Air Quality Inspector I:

This is the entry-level class in the Air Quality Inspector series. Under immediate supervision, an Air Quality Inspector I performs routine inspections of air pollution sources.

Air Quality Inspector II:

This is the journey level class in the Air Quality Inspector series. Under general supervision, incumbents perform the full range of inspections and investigations of air pollution sources. Incumbents also provide direction to and assist in the training of lower level Air Quality Inspectors.

Air Quality Inspector III:

This is the supervisory and highest level in the Air Quality Inspector series. Under general direction, an Air Quality Inspector III reports to the Chief, APC Surveillance and Enforcement and provides first-line supervision over Air Quality staff. May manage division programs and perform/oversee the work on special projects.

■ FUNCTIONS

The examples of essential functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such functions are a logical assignment for the position.

Air Quality Inspector I:

Essential Functions:

1. Conducts routine inspections of air pollution sources.
2. Assists journey level inspectors in investigating complaints and conducting inspections.
3. Prepares notices of violation, reports, and other documents pertaining to air quality enforcement.
4. Answers public inquiries.
5. Prepares reports and documents.
6. Assists in preparing Hearing Board cases.
7. Testifies as an expert witness in court.
8. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

Air Quality Inspector II:

Essential Functions:

All the functions listed above and:

1. Inspects a wide variety of manufacturing, industrial, and commercial facilities (service stations, landfills, ships, chemical and metal processing plants, agricultural enterprises, and toxic waste disposal facilities) to ensure compliance with appropriate air quality standards and laws.
2. Evaluates processes to determine types of emissions.
3. Ensures that equipment and processes comply with permit requirements and/or applicable rules.
4. Issues Notices of Violation when necessary.
5. Responds to citizen complaints of air contaminant emissions and initiates appropriate action to resolve problems.
6. Conducts field testing and sampling of air contaminants.
7. Interacts with industry representatives to explain all aspects of air quality enforcement and to solicit voluntary cooperation in reducing air pollution.
8. Trains lower level Air Quality Inspectors.
9. Recommends issuance or denial of Permits to Operate.

Non-Essential Functions:

1. Assists in determining the adequacy of air pollution control maintenance programs and recommends methods of abatement.

Air Quality Inspector III:

Essential Functions:

All the functions listed above and:

1. Plans, directs, coordinates, schedules, assigns, trains, and evaluates the work of subordinate Air Quality Inspectors.
2. Performs specialized inspections of a wide variety of manufacturing, industrial, and commercial facilities.
3. Oversees field-testing and air contaminant sampling.
4. Coordinates special projects.
5. Analyzes and implements proposed rule changes.
6. Coordinates activities with other APCD divisions.
7. Performs research and writes position papers that convey the District's standing on various issues to other regulatory agencies, industrial companies and the public.

Non-Essential Functions:

1. Serves as a District representative to industry and other governmental agencies.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Basic scientific research methods.
- Physics, chemistry, or engineering principles related to air pollution control.
- Applicable laws and standards pertaining to air pollution control.
- Air pollution inspection, investigation, and enforcement principles and practices.
- The sources, types, and characteristics of air contaminants.
- Air pollution control equipment and technology.
- Research methods and data sources pertaining to air pollution control.
- The various government agencies involved in air pollution control and their interrelationships.
- Supervision and training principles and practices.

- County customer service objectives and strategies.

Skills and Abilities to:

- Learn and apply air quality inspection techniques.
- Learn and enforce district, state, and federal air pollution control laws and standards.
- Apply scientific principles in the performance of the less difficult air quality inspections.
- Prepare clear and concise reports.
- Communicate effectively orally and in writing.
- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

Air Quality Inspector II (in addition to the above):

- Performs specialized, complex and routine air quality inspections of a wide variety of manufacturing, industrial, and commercial facilities.
- Determine the causes of air pollution emission and recommend appropriate corrective actions.
- Provide direction to and assist in the training of subordinate staff.
- Read, understand, interpret, and apply federal, state, and district air pollution control laws.

Air Quality Inspector III (in addition to the above):

- Plan, coordinate, direct, schedule, assign, and evaluate the work of subordinate Air Quality Inspectors.
- Provide the lead in performing specialized air quality inspections.
- Give presentations to representatives of industry, regulatory agencies, and the general public.
- Determine and recommend solutions to a wide variety of air pollution problems.
- Prepare position papers conveying the district's standing on a wide variety of air quality issues.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are:

Air Quality Inspector I:

1. A Bachelor's degree from an accredited college or university in chemistry, physics, engineering, environmental health, environmental science, biology or a closely related scientific field.

Air Quality Inspector II:

1. A Bachelor's degree from an accredited college or university in chemistry, physics, engineering, environmental health, environmental science, biology or a closely related scientific field; AND, two (2) years of regulatory experience in air pollution or a closely related field at the level equivalent to an Air Quality Inspector I; OR,
2. Two (2) years of experience as an Air Quality Inspector I for the County of San Diego.

Air Quality Inspector III:

1. A Bachelor's degree from an accredited college or university in chemistry, physics, engineering, environmental health, environmental science, biology or a closely related scientific field; AND, two (2) years of regulatory experience in air pollution or a closely related field at the level equivalent to an Air Quality Inspector II within the County of San Diego; OR,
2. Two (2) year of experience as an Air Quality Inspector II for the County of San Diego.

Note: All candidates must be able to demonstrate a high level of inspection experience and a thorough understanding of all types of air pollution inspections.

Note: Full-time, paid regulatory/environmental agency experience or environmental consulting experience may substitute for the required education on a year-per-year basis. Air Quality experience is highly desirable.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Must wear personal safety clothing and equipment for protection against high temperatures, gases, and particulates. May climb ladders or high structures to conduct inspections. Frequent standing, walking and sitting; occasional bending, squatting, climbing and twisting of neck and waist. May require occasional lifting up to 50 lbs and carrying up to 25 lbs.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own personal vehicle.

Certification/Registration:

None Required

Working Conditions

May be exposed to excessive noise, high temperatures, noxious gases, fumes, particulates, and heights.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Probationary Period

Incumbents appointed to permanent positions in these classes shall serve a probationary period of 12 months. (Civil Service Rule 4.2.5).

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